

DMG/871/2023-T1

22-03-2023

**Vehicle Hiring Quotation**

Directorate of Mining & Geology, having its Registered Office at Kesavadasapuram, Pattom Palace PO, Thiruvananthapuram 695004, invites Quotations for providing the following types of Vehicles on hire on Contract basis for a period of 1 year.

**One Innova Crysta (not more than 15 months old), white colour**

**&**

**One 5-Seater AC Sedan (not more than 15 months old), white colour,**

**( Swift Dzire/ Honda Amaze/or equivalent-)**

**Terms and Conditions: -**

1. Contractor/Owner/Travel Agency shall provide One white colour Innova Crysta, preferably full option and one (1) number of any one of the following vehicles (Mahindra Bolero/ Swift Dzire/ Honda Amaze/ or equivalent in white colour), including driver and fuel **which are not more than 15 months old** in excellent condition. Innova Crysta is for the transportation purpose of Director of Mining & Geology and 5-Seater AC Sedans are for transportation of the officials of Directorate of Mining & Geology, at its registered office at Kesavadasapuram, Pattom Palace PO, Thiruvananthapuram 695004.
2. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicles in good condition and any other charges shall be the responsibility of the Contractor/Owner/Travel Agency. In case of any accident, all repairs shall be done by the Contractor/Owner/Travel Agency without any liability to Mining & Geology or its employees, with no delay.
3. In case the vehicles cannot be utilized due to maintenance / repairs, or non-availability of Driver, a suitable replacement vehicle of same type with driver shall be provided without any loss of time. If for any reason the Contractor/Owner/Travel Agency is not in a position to provide substitute vehicles as demanded by Mining & Geology, then Mining & Geology will be free to engage vehicles from the open market and debit the expenditure on account of it on the claims payable to the Contractor/Owner/Travel Agency. Any delay in arranging alternative vehicle will be penalized @ 20% of monthly fee if such delay per month exceed 3 hours.

4. A daily log book indicating the kilometre usage and driver hours for the vehicle shall be maintained with the counter signature of a nominated officer of Mining & Geology.
5. Generally, the vehicles will be used in Thiruvananthapuram District but if required it may be used for outstation duty also (outside Thiruvananthapuram District).
6. Contractor/Owner/Travel Agency may have experience of not less than 2 years of serving a reputed Organization preferably Govt. Department/Agency in Kerala by providing vehicle.
7. The driver shall be competent, well dressed with decent behaviour and must be provided with a mobile phone by the contractor/service provider.
8. The Contractor/Owner/Travel Agency shall provide the said vehicles to Mining & Geology from 9.00 a.m. to 7.00 pm on all days of the week including holidays, if required. The vehicles provided shall be at the disposal of Mining & Geology. In case the vehicles are required to be made available by Mining & Geology for use on any day prior to 9.00 am, the length of such time as the vehicle is provided prior to the normal time (9.00 a.m.) shall be deducted from 07.00 p.m. to find the normal duration of service on that day.
9. The Contract amount shall be inclusive of GST as applicable from time to time.
10. No request of hike in approved rate will be entertained during the contract period.
11. Mining & Geology shall deduct TDS at the rates applicable from time to time as per the Income Tax Act, 1961 from the monthly bill submitted by the Contractor/Owner/Travel Agency.
12. Mining & Geology name-board should be fixed on the vehicle.
13. Fastag should be affixed on the vehicle.
14. Mining & Geology will not be responsible for any damages/accident caused to the said vehicles or driver during the period of this contract.
15. The vehicles shall be parked at our premises in Mining & Geology when not in use.
16. If the total running kilometre in a month is less than the fixed kilometre, the remaining kilometres will be carried over to the next month in a block of three months.
17. Contractors/Owner/Travel Agency blacklisted by Mining & Geology need not apply.
18. Mining & Geology reserves the right to terminate the contract at any time without

assigning any reason thereof. If the Contractor/Owner/Travel Agency wants to terminate the contract, they shall give one month's notice to Mining & Geology.

19. Validity of the agreement will be for 1 year from the date of signing the agreement.
20. The driver should hold the badge for public service vehicles issued by the transport authority.
21. The vehicles allotted to Mining & Geology should not be utilized for any other purpose.
22. The Contractor/Owner/Travel Agency should have a valid PAN and GST Registration.
23. In case of breach of any terms and conditions mutually agreed upon, Mining & Geology will have the right to terminate the contract without assigning any reason thereof, and the agency shall make good the loss and shall also be penalized @20% of monthly rate.
24. Sealed Quotation shall be received at the registered office of the company before 3.00 pm on 27/03/2023. The quotations will be opened in the presence of bidders at 3.00 pm on 28/03/2023 at Directorate of Mining & Geology.
25. The qualified Service providers should be ready to provide the offered vehicles in excellent condition, immediately

**The quotes should contain following details in the format given below:**

- a. Make, model, vehicle No. and manufacturing year of the vehicle. If ownership registration is not with the contractor, then agreement with the owner needs to be submitted.
- b. Minimum charges for 1500 km per month (without GST)
- c. Additional charges for additional kilometre above 1500 KM
- d. Outstation allowance
- e. Overtime charges payable to the driver after exceeding minimum total working hours.
- f. The price quoted shall be firm and final for the entire period of contract.
- g. PAN No. and GST Registration No. should be included. Copy of the relevant document should also be submitted.
- h. Experience certificate from Govt. Department/Agency serviced by the Contractor,if

any.

In case details sought and the relevant documents sought are not submitted, the quotations will be disqualified. In case of further clarifications please contact: 0471-2447429.

Quotation for Rate Contract for Hiring Vehicle

I		Details of Agency	
	Name & Address of the Travel Agency		
	Owner of the Agency		
	Email Address		
	Mobile No		
	PAN No.		
	GST Registration No		

II		Details of Vehicles offered	
1	Make of the first Vehicle (INNOVA CRYSTA)		
	Model of the Vehicle		
	Manufacturing year of Vehicle		
	Ownership Details of Vehicle		
	Vehicle Registration No:		
	Details of Insurance: Policy Number and Period		

2	Make of the second Vehicle ( 5 SEATER SEDAN)	
	Model of the Vehicle	
	Manufacturing year of Vehicle	
	Ownership Details of Vehicle	
	Vehicle Registration No:	
	Details of Insurance: Policy Number and Period	

III	<b>Details of Rate on Contract basis</b>	
	Minimum charges for 1500 km per month (without GST)	
	<ol style="list-style-type: none"> <li>1. INNOVA CRYSTA</li> <li>2. 5 SEATER AC SEDAN</li> </ol>	
	Additional charges for additional kilometre above 1500 km	
	<ol style="list-style-type: none"> <li>1. INNOVA CRYSTA</li> <li>2. 5-SEATER AC SEDAN</li> </ol>	
Outstation allowance / Bata		
<ol style="list-style-type: none"> <li>1. INNOVA CRYSTA</li> <li>2. 5 SEATER AC SEDAN</li> </ol>		
Overtime charges payable to the driver after total working hours		
<ol style="list-style-type: none"> <li>1. INNOVA CRYSTA</li> <li>2. 5 SEATER AC SEDAN</li> </ol>		

IV	Details of Rate if hired on daily basis (Rate, min hours, min km, extra km rate, extra hour rate ,driver bata etc)	
	Innova Crysta or equivalent	
	Mahindra Bolero/Toyota Etios/ Swift Dzire/ Honda Amaze/ or equivalent	

V Details of Experience (Provide details of Government Departments / PSU/ Organisation, where cab service on contract basis is provided)

Sl. No	Government Departments / PSU/ Private Organisation	Period

\*Copy of supporting documents with respect to details furnished above ( I to V) shall be submitted along with the application

22-03-2023

Devidas N. IAS

DIRECTOR